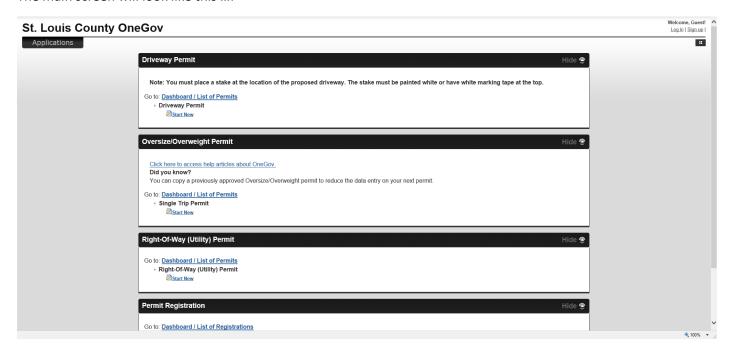
OneGov Oversize/Overweight - How To Copy An Existing Permit

Link to OneGov for entering applications for a Driveway, Right-of-Way, or an Oversize/Overweight Permit.

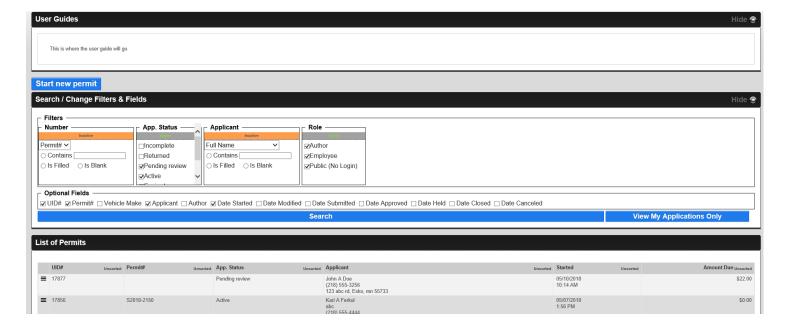
https://onegov.stlouiscountymn.gov/index/pw

The main screen will look like this



How To Copy An Existing Single Trip Permit

- 1. Log into OneGov.
- 2. Go to the "Oversize/Overweight Permit" Section on the main screen.
- 3. Click on the "Dashboard/List of Permits" link.
- 4. The Dashboard will open. (the Dashboard view is shown below)



General Dashboard Information:

The screen is divided into sections. Each section has a black color bar on top. The sections are;

- User Guides
- Search/Change Filters & Fields
- List of Permits

User Guides - this section is for locating user guides

Search/Change Filters & Fields

This section is where you can choose to filter on specific items. For example, in the "App.Status" box you can select "Pending Review" and then click on the large blue "Search" button. Only your permits in the status of Pending Review, will then display in the bottom of the screen in the section called "List of Permits".

Note: if you have filtered on an item, you will see the color bar at the top of the selection box change from orange to gray. This is a quick way to know that you won't see everything only what you have filtered on. OneGov will save these selections, so remember to look at your filters if you are searching for something and can't find it.

Also located in the "Search Change Filters & Fields" section is the area called "Optional Fields". This area is NOT a filter to pull specific permits. The items checked in this section are the details from the permit that will display at the bottom of the screen, in the section called "List of Permits" (ie it is the column headers for the detail that will display).

List of Permits

This section displays the results of your searches. On the far left side of each permit displayed, is a set of 3 horizontal lines. Hover over these and the word "Options" will show. Click on these lines and a pop up box will show with some options for what you can do with that permit.

- 5. Search using the dashboard tools for previous permits.
- 6. Locate the permit you would like to copy permits entered into OneGov have the Description field available to display on the dashboard. This provides a place where specific details can be displayed to assist with finding specific truck/trailer combination, or routes that may be copied frequently. (These descriptions are entered during the permit application in step 2 Moving Details).
- 7. Click on the 3 horizontal lines located on the far left side of the permit you want to copy.
- 8. Select "Copy" from the pop up box which is now available.
- 9. Most fields will copy over to the new permit, modify/update as needed to complete the permit.